

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**Thursday, December 21, 2017**

The Procurement Policy and Compliance Monitoring Board met in public session on **Thursday, December 21, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 11:05 a.m.

**ROLL CALL**

**Board members present (3):**

Springfield: Pam Blackorby, absent  
Tad Huskey, present

Chicago: Karla Schreiber, present  
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer  
Eileen Baumstark-Pratt, Board Secretary

**Old Business**

**Temporary Support Staff for General Law**

Rocco LaSalvia, SPO, explained, that during the November 29, 2017 PPCMB meeting, he indicated that the Bureau Chief of General Law submitted a request to secure temporary staffing support to help manage the workload. Office Services searched the master contracts registered on the Illinois Procurement Bulletin to determine whether the existing temporary staffing contracts for Region 1, which encompasses Cook County can provide legal secretarial support. The initial determination was that existing contracts did not include legal secretarial positions. As a result, Office Services reached out to Robert Half legal services and determined that they could provide a temporary legal secretary. Subsequent to the PPCMB meeting, and just prior to executing the recommendation memo, Rocco reached out to the point of contact under the CMS Master Contract with Premier Staffing to further discuss the office needs. He was informed that there was an "Agency Defined" position title incorporated in the master contract that could be used to fulfill the legal secretarial need. As a result, Office Services revised the recommendation to secure temporary legal support service under the CMS Master Contract #805912E. The estimated cost is \$9,262.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

**New Business**

**Word 2013 Training for Criminal and Civil Appeals**

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to secure training services from Directions, a vendor who has previously provided training for the OAG staff members.

This request consists of five custom Word 2013 training sessions, with twelve participants attending each session. The training participants are staff members from both the Criminal and Civil Appeals Divisions. The goal is to get the staff trained and well acclimated with Word 2013, which will allow Information Technology staff to migrate from WordPerfect.

The past experience with Directions has been positive; they have trained members of the Information Technology staff. This vendor is willing to direct bill for these services, Office Services will execute a purchase order in the amount of \$9,825.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

**Public Comment:**

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

**Adjournment:**

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:04 p.m.